



GOVERNANCE COMMITTEE

12 March 2014

Subject Heading:

MEMBER INDUCTION PROGRAMME
2014 - UPDATE

CMT Lead:

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Policy context:

Following the local elections in May 2014 there is a 'requirement' to run an induction programme to brief and train members on a variety of topics.

Financial summary:

There will be a series of costs associated with the provision of training

The subject matter of this report deals with the following Council Objectives

Ensuring a clean, safe and green borough	<input type="checkbox"/>
Championing education and learning for all	<input type="checkbox"/>
Providing economic, social and cultural activity in thriving towns and villages	<input type="checkbox"/>
Valuing and enhancing the lives of our residents	<input type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

SUMMARY

A report was submitted to the January meeting of Governance Committee outlining the range of training and information to be provided to Members following the Council election in May 2014.

Following further discussions with the Member Development Group, outlines of the first two planned events for Members are attached as appendices to this report, for noting by the Committee.

A report on this matter was submitted to the previous meeting of the Governance Committee in December 2013. Some minor adjustments have been made to the Member Induction Programme following that meeting.

RECOMMENDATIONS

That the Committee notes the revised enclosed details of information and training sessions for new and re-elected Members following the local elections in May 2014.

REPORT DETAIL

- 1.1 Further to the report to the January 2014 meeting of the Committee and following consultation with the Member Development Group, there will be two induction events held for new and returning Members in the week commencing 26 May 2014, i.e. immediately following the Council and European elections.
- 1.2 On the evening of Wednesday 28 May, there will be an initial induction event where Members will receive a brief introduction from the Corporate Management Team on the Council's structure and objectives as well as get an initial understanding of the role of the Council's partners. This session gives Members an opportunity to collect their security passes, meet Committee Administration and Member Support staff and undertake a tour of the town hall building. An outline event schedule is attached at appendix 1.
- 1.3 On the following Saturday, 31 May, a more comprehensive event is planned where Members could receive a grounding in key areas such as local government finance, health & safety and the Member Code of Conduct. There would also be a session delivered by a current or recently serving Councillor giving their observations on the Councillor role. An outline schedule for this event is attached at appendix 2.
- 1.4 In addition to the Induction Events, It is planned to run a series of evening sessions, open to all Members, giving an initial introduction to areas considered key to the role of Members and the Council as a whole. These sessions will take place in early to mid June. Specifically, there will be sessions arranged on audit, equalities, licensing, pensions and planning issues. More detailed training for the members of each Committee covering these areas will be arranged once memberships are confirmed.

- 1.5 To supplement the induction and training events as detailed above, a Member Handbook will be provided covering a range of key information on how the Council works and contact details for each Council Service.
- 1.6 Finally, work has begun to update the Members' section of the intranet. This will ensure that the information provided on-line is fully up to date and relevant to Members' needs.

IMPLICATIONS AND RISKS

Financial implications and risks:

The costs associated with the delivery of the Member Induction Programme will be borne by the Member Development Budget and other relevant service budgets.

Legal implications and risks:

Members for their own and the Council's protection need to receive a range of training on key issues, equalities and diversity, standards, expenses, register of interests, data protection, planning, licensing and safeguarding for example. Failure to undertake these sessions would potentially worsen a Member's position in the event of a transgression and could impact financially on the Council, eg the penalty imposed on the Council for a breach of data protection requirements.

Human Resources implications and risks:

None.

Equalities implications and risks:

It is a requirement for Members to undertake Equalities and Diversity training particularly with the legal duties now placed on Members. Failure to undertake these sessions would put Members at risk.

BACKGROUND PAPERS

- Member Induction Programme 2014 (as noted at Governance Committee, 15 January 2014)

Appendix 1

MEMBERS' INDUCTION EVENT 1	
Wednesday 28 May 2014, Town Hall (6.30pm-9.30pm)	
Section	Time From
Arrival Tea and Coffee	6.00pm
Introductions and Emergency Procedures	6.30pm
Welcome to the London Borough of Havering	6.35pm
Corporate Management Team <ul style="list-style-type: none">• Council structure• Corporate Objectives• Havering's Partners	6.50pm
BREAK	7.30pm
GROUPS FORMED (A, B & C), operating in rotation: Tour of Town Hall Meet Member Services Security Pass Collection	7.45pm
Closing Messages	9.15pm

Appendix 2

MEMBERS' INDUCTION EVENT 2	
Saturday 31 May 2014, Town Hall (9.30am-2.00pm)	
Section	Time From
Coffee	9.30am
Welcome and Introduction	10.00am
Being a Councillor (Q & As)	10.10am
BREAK	11.00am
Local Government Finance	11.15am
Transformation Programme	11.45am
Code of Conduct/Constitution/Governance	12.15pm
Health & Safety	1.00pm
Lunch	1.15pm
End of events	2.00pm